

GENERAL DEFINITION OF WORK:

Performs complex professional and administrative work directing all social service and public assistance activities and programs in the County; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assessing, planning and directing all social service and public assistance programs; coordinating work with other human service and other County agencies; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develops departmental operational and strategic plan, goals and objectives for approval by the Social Services Board; develops and maintains performance measures for all department operations; evaluates department performance against these established measures and takes corrective actions.
- Develops and recommends changes to the annual budget; performs on-going assessment of financial performance; approves expenditures; reviews all financial reports to the Board; assures conformity to County and State fiscal policies and procedures; oversees financial reporting to State, County and other funding sources.
- Assesses community and departmental resources against client and public needs; assures development and maintenance of sufficient resources to protect children and vulnerable adults, preserve families, promote self-sufficiency and meets basic human needs by expanding program activity and initiatives; identifies public and private grant sources and works with the community to prepare proposals; assists in grant writing and oversight of performance under grants.
- Establishes collaborative relationships with non-profit human services organizations.
- Establishes program goals; approves policies, objectives and procedures; conducts program status reviews; reviews and approves program staff reports; assures compliance with Federal, State and local statutes, regulations, policy and procedural requirements; coordinates services and administrative issues with other County departments and County administration; consults with staff on high profile or high risk cases; presides over departmental fair hearings for benefit and service eligibility and determinations of child abuse or neglect; receives and responds to inquiries and complaints.
- Conducts legislative, regulatory and policy review and analysis to provide input on system change to legislators and policy makers; coordinates and collaborates with local, State and regional organizations; provides information to local and State policy makers.
- Assures compliance with County and State applicable personnel policies; conducts and approves employee performance reviews; establishes criteria for merit reviews; approves salary increases; approves disciplinary actions, promotion and hiring decisions; assures conformity with equal opportunity and affirmative action requirements.
- Serves as staff at disaster shelters; assists in coordinating shelter operations during emergency situations.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and methods of administration, including planning, directing and personnel and fiscal management; comprehensive knowledge of human behavior essential to working effectively with individuals and groups; comprehensive knowledge of current social, economic, legal and health problems associated with program activities; comprehensive knowledge of public welfare policies and programs, and the laws upon which they are based; ability to plan, organize and direct a large staff of professional and nonprofessional employees; ability to plan and execute effective in-service training and staff development programs; ability to express complex ideas effectively orally and in writing; ability to establish and maintain effective working relationships with officials, associates, community agencies and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from an accredited college or university with major course work in Social Work supplemented by a Master's degree and extensive responsible program administration experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.